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**BOYS & GIRLS CLUB
OF WESTERN LANE COUNTY**

CHILD SAFETY

MEMBER DISCIPLINE POLICY

CATEGORY: Child Safety	APPROVED: November 3, 2022
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 3, 2022
CONTACT: BGCWLC CEO	NEXT REVIEW: November 3, 2023

Member Discipline Policy

The Boys & Girls Club of Western Lane County (Club) strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. To ensure safety and maintain a positive environment, Club rules will be posted, and staff will use behavior management procedures with Club members who exhibit inappropriate behavior.

The use of physical force or punishment is not allowed at the Club and will not be used as a method of discipline. The only instance when the use of physical force may be used as a response is if weapons or violent behavior are involved. However, physical force in this instance should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention. In the event where physical force is used, the Site Director and CEO will meet with the staff involved to review & fully document the incident, and within 24 hours open a Critical Incident Report with Boys & Girls Clubs of America.

At the Club we view our parents/guardians as partners in finding solutions that will eliminate negative behaviors. In addition to providing feedback at pick-up time, our staff may also choose to schedule sit-down meetings to brainstorm effective child guidance techniques for their children.

Parents/guardians will be contacted if assistance is needed. In the event a Club member will be suspended from a program, a parent/guardian will be notified, and they must be picked up within 20 minutes by a designated adult. The Club member will be removed from program activities until a designated adult arrives. A \$5.00 per five minutes late pick up fee will be assessed for all Club members picked up after the 20-minute period. Any late fee incurred is due at time of pick up, failure to pay will result in the Club member **NOT** being able to attend the Club until the outstanding balance is paid in full. Any exceptions must be approved by the CEO.

Reasons For Suspension And/Or Membership Termination

Club members may be suspended or have their membership terminated for involvement in the following categories (other incidents may also present the need for suspension or membership termination per the Site Director and CEO's guidance):

- Contributing to an unsafe environment
 - Weapons or other items which may cause harm to others are not permitted at the Club. We reserve the right to check bags or ask Club members to empty pockets at any time if we suspect a danger to our Club members.
- Disrespectful behavior (or use of profanity) to staff or other Club members
- Fighting or bullying
- Theft

Staff will follow the appropriate protocol below, unless behavior dictates otherwise:

- 1st Incident
 - Staff will give a verbal warning about behavior. Parent/guardian may be notified. If offense is intolerable and urgent, staff will write an incident report and thoroughly explain the situation. Other actions may be taken, up to or including a meeting with the Site Director and CEO to determine possible suspension or termination.

- 2nd Incident
 - Staff will write an incident report and thoroughly explain the situation. Parent/guardian will be notified with next steps if the pattern continues. One or more days of suspension will occur dependent on behavior and as seen appropriate by the Site Director and CEO.
- 3rd Incident
 - Staff will write an incident report and thoroughly explain the situation. Parent/guardian will be notified. Other actions may be taken, up to or including a meeting with the Site Director and CEO to determine possible suspension or expulsion.

Damage to Club Property

Any damage to Club property will automatically result in a parent/guardian being contacted with information of the incident, timeframe for picking the Club member up, and of their obligation to pay for repairs or replacement of damaged items (the replaced item must be of the same make/model of the damaged item.) The Club member will not be allowed to return to the Club until the obligation is taken care of by a parent/guardian.